

Subrecipients

A subrecipient/subcontractor relationship exists when a portion of the scope of work is transferred to another entity. The PI is responsible for ensuring that the subrecipient is in compliance with the terms and conditions of the subaward.

PI Checklist for Subcontractor Invoices

- _____ Acceptable technical reports and deliverables have been submitted in accordance with subcontract requirements
- _____ Dates on the invoice identifying the billing period (not the invoice date) are within subcontract period of performance
- _____ Invoice format (e.g., major cost categories, lump sum, milestones, etc.) is in the format required by the subcontract
- _____ Invoice frequency (i.e., monthly, quarterly, at final, etc.) is in compliance with subcontract requirements
- _____ If required by the subcontract, invoices reflect the source of funds (ex: NASA, LEQSF – two separate awards) and invoiced amounts are charged to respective LSU grants
- _____ Expenditures are allowable and within the re-budgeting limitations set forth in the subcontract
- _____ If cost reimbursable, the cumulative amount equals the amount previously billed plus the current billing amount
- _____ Cost sharing certification has been attached to the invoice, if applicable
- _____ The invoice has been certified and signed by the authorized institutional representative
- _____ If withholding is required by the subcontract, each invoice has been reduced by the retainage (% of amount invoiced)
- _____ The final invoice has been marked “Final”, cost sharing has been met, the close-out certification has been submitted, and final deliverables have been submitted and accepted before the final invoice is approved for payment

Properly prepared invoices and cost sharing certifications are approved by the Principal Investigator or his designee and forwarded to SPA.

If any of the above items are not satisfactory, the PI should notify the SPA contact for assistance in resolving the issue. If the invoice is satisfactory, Uniform Guidance requires that it be paid within 30 days. Therefore, please do not delay processing.